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WAR FOOD ADMINISTRATION  
Washington 25, D. C.

FOOD ALLOCATION - ORGANIZATION AND PROCEDURE

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(For the use of officers, staff and committee members of the Food Require- ments and Allocations Committee and the Combined Food Board)	Requirements & Allocations Control Office of Distribution August 22, 1944
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# FOOD ALLOCATION - ORGANIZATION AND PROCEDURE\*

## I INTRODUCTION

Allocation encompasses various activities directed towards the division of food among claimants in such a way that the available supplies will be most effectively utilized in the conduct of the war. It involves (1) bringing together complete information on stocks and on anticipated production during the period for which the allocation is to be made, (2) estimating the requirements to be met from the anticipated supplies, and (3) determining the amounts to be made available against the requirements of each claimant.

Since foods are allocated for a period (typically 12 months) in advance, the process involves an important element of advance planning. Through the quarterly review and revision of allocations, and sometimes through their modification by emergency allocations, this advance planning becomes the pattern for immediate overall management and utilization of food supplies.

Foods are allocated both nationally and internationally. These allocations are closely related and even overlap in the sense that one requires determinations on some of the same points involved in the other.

National allocations provide for the division of United States food supplies among the various domestic and foreign claimants. Most of the important wartime food operations are based to some extent upon this division. The requirements submitted by various claimants are used in planning production. Moreover, the allocation of foodstuffs which are used as materials in further production, such as grain for industrial alcohol, is important to a consideration of the amount of the end product which can be produced.

To an even greater degree allocation establishes the basis for programs of procurement, storage, and distribution. It sets both the goals and the limits of procurement for the various claimants. Rationing and related distribution controls are directed towards the utilization of civilian supplies in accordance with allocation determinations. Similarly, export controls limit shipments to foreign claimants in conformity with approved allocations. In fact, questions relating to all major food activities of the Government arise in the process of domestic allocation, and this process may be looked upon as an overall management of the nation's food supplies.

The volume of United States foods to be made available to foreign claimants is determined in the process of domestic allocation. These determinations with respect to both the amount and distribution of exports are coordinated with decisions regarding the disposition of other supplies available to the United Nations. Coordination is achieved through international allocation recommendations of the Combined Food Board. Determinations regarding the allocation of U.S. supplies among the various claimants, including decisions as to the amount available for export to foreign claimants, is a responsibility of the War Food

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\* Consolidation of Memoranda of the Executive Officers of the Combined Food Board, The Director of Distribution, and the Chief of Requirements and Allocations Control.



Administrator. As these determinations affect the operations of other United States agencies, allocations are made by the Administrator only after they have been fully considered by the inter-agency Food Requirements and Allocations Committee and its commodity sub-committees. Decisions with respect to the division of export allocations among the various foreign claimants rest with the Foreign Economic Administration. Again, the Foreign Economic Administration position is arrived at only after full consideration with the representatives of other agencies in the Food Requirements and Allocations Committee, and reflects foreign policy determinations of the Department of State.

The position to be taken by the United States member in the Combined Food Board is determined in the same way as the domestic allocation. International allocation recommendations contemplate, in general, a pooling of the supplies available to the three member nations. This is directly related to the determination of what United States supplies shall be made available to other nations, for which determination the War Food Administrator is finally responsible. The War Food Administrator is also responsible for the position with respect to supplies which this country needs to import and for which he issues procurement directives to the Foreign Economic Administration.

The United States position with respect to the division of exports from this country among foreign claimants and the utilization of supplies available from foreign sources to cover the requirements of other foreign claimants is a responsibility of the Foreign Economic Administration.

International allocation recommendations set forth the division among nations of world supplies of important foods. The division is determined on the basis of comprehensive appraisal of the requirements and supplies of each country, and in the light of shipping conditions or other considerations governing distribution. Like domestic allocations they provide a degree of overall management of food supplies and their use, and, insofar as they designate the United States as a source of supply for other countries, they are identical with domestic allocations with respect to the amount and destination of exports to foreign claimants.

International allocation recommendations are made by the Combined Food Board which is composed of members representing the United States, the United Kingdom and Canada. The purpose of the Board is to achieve effective management of the United Nations food supply. Its recommendations are made only after unanimous agreement by the members. The United States member does not commit his government until his proposal (which includes the national allocation) has been accepted by the national agencies involved. When the proposal of the United States member is not agreed to by the other members it is recommitted to the Food Requirements and Allocations Committee for modification. The revised position includes necessary changes in the national allocations, thus assuring consistency between the two.

Proposed recommendations are developed through commodity committees of the Board paralleling the commodity subcommittees of the Food Requirements and Allocations Committee. Integration at the commodity committee level is accomplished by the fact that the United States spokesman on each Combined Food Board commodity committee is the chairman of the corresponding domestic subcommittee, where the United States position he is to represent is considered.

Staff work on national and international allocations proceeds concurrently. In most cases, informal discussions of supplies and requirements are held at the Combined Food Board Commodity Committee and the Food Requirements and Allocations Commodity Subcommittee levels before attempting to establish either the United States position or the domestic allocation recommendation.

The international allocation recommendation of the Combined Food Board is usually made before the United States domestic allocation becomes firm. Exceptions occur when an international recommendation is not contemplated or when an international recommendation is delayed beyond the time advisable for making the United States allocation. When circumstances require that the national allocation come first, it is made consistent with principles established by the Combined Food Board and it becomes a part of the American position to be taken in the Combined Food Board. The Board's recommendations are usually made for one year, subject to modification when substantially new conditions arise, while the annual domestic allocations are revised quarterly.



## II INTERNATIONAL ALLOCATION RECOMMENDATIONS -- DESCRIPTION AND FUNCTIONS OF THE ORGANIZATION

### A. Combined Food Board

The Combined Food Board consists of three members and a staff of officers and commodity committees. The three members are the Head of the British Food Mission, the Canadian Minister of Agriculture, and the United States War Food Administrator. Each member of the Board may appoint a deputy member, an executive officer, and a deputy executive officer.

The Combined Food Board has been charged with the responsibility "to work in collaboration with others of the United Nations toward the best utilization of their food resources, and, in collaboration with the interested nation or nations, to formulate plans and recommendations for the development, expansion, purchase, or other effective use of their food resources". At regular board meetings the members consider action taken or proposed by the Executive Officers, discuss general allocation problems, pass on specific recommendation proposals of commodity committees or special committees, review informational documents, and settle questions of mutual interest with other combined boards.

When the board has agreed on a recommendation, copies are formally submitted to each of the member governments for concurrence and for such action as may be necessary to carry out its terms. Concurrences binding the respective governments are signed by the War Food Administrator for the United States, by the Minister of Food for the United Kingdom, by the Minister of External Affairs on the advice of the Food Requirements Committee for Canada, or by their respective nominees.

When it is also desired to obtain the concurrence of a country not a regular member on the Combined Food Board, the board members indicate the proper course to be taken, usually through the use of diplomatic channels. In the case of the British Commonwealth and certain other countries, the London Food Council furnishes the Combined Food Board with data on their supplies and requirements, and makes appropriate proposals. Concurrence in board recommendations is sought through the medium of the London Food Council for Commonwealth countries other than Canada.

### B. Executive Officers

The Executive Officers and their deputies constitute the executive organization of the Board. They work closely with their respective national representatives on the other combined boards on problems of mutual concern. They direct and review the work of the commodity committees and place all committee recommendation proposals before the Board and suggest these proposals for action by the Board. In case a committee reports failure to achieve unanimous agreement upon an allocation proposal the Executive Officers attempt to reconcile points in dispute and after settlement so advise the committee. If the Executive Officers are unable to obtain agreement, they refer the question to the Board.

C. Secretary

The Secretary is appointed by the Board. Recommendation proposals made by the commodity committees and by special committees are received by the secretary of the Board who maintains proper records for their control and transmits them to the executive officers for approval. The secretary is responsible for arranging meeting accommodations, preparation of agenda, circulation of pertinent documents, handling official communications, maintenance of minutes for board meetings and executive officers' meetings, general supervision through the secretaries of the commodity committees over the activities of these committees, and other staff duties for the Board.

D. Commodity Committees

Each commodity committee consists of a chairman appointed by the Board, three members appointed by the member governments as their national representatives, and a secretary and assistant secretary appointed by the executive officers. Each commodity committee member may invite one or more consultants from his own government to attend commodity committee meetings, but such consultants communicate their views through the member and do not address the chair. Upon approval of the executive officers the chairman may invite other consultants, including representatives of non-member governments. For some commodities it is desirable to have agreement to the committee proposal by representatives of UNRRA or of one or more countries which are not members of the Board. When this is the case, the committee requests of the executive officers permission for ad hoc attendance of such non-member representation.

When in the judgment of a commodity committee chairman (or of the Board or its executive officers) a meeting is required for consideration of the supply and requirements outlook for his assigned commodity or commodities, the chairman calls a meeting. Preceding the actual meeting date, it is the responsibility of the committee secretary to prepare a tabulation by countries of the statistical data pertinent to the agenda items to be discussed: production, imports, exports, stocks, consumption requirements. The committee secretary may request each member to furnish appropriate data for his country or for other areas for which he may be assigned responsibility. Information received by the committee secretary is made available to all members of the committee. The chairman presides at meetings of the committee but does not vote unless he is entitled to a vote as the member for his country.

The committee secretary keeps the minutes of the meetings and supplies information to the committee.

When terms for an allocation proposal have been agreed to among committee members the committee secretary prepares a memorandum to the executive officers, signed by the chairman and committee members, including: (a) the recommendation proposal, and (b) an explanation of the purpose of the proposal with adequate supporting data. Following signature, this memorandum is transmitted to the secretary of the Board, who records, duplicates, and then forwards it to the executive officers.



Recommendation proposals are unanimously agreed to by the members. If unanimous agreement cannot be achieved, the committee secretary is directed by the committee to draft a memorandum to the executive officers explaining the points in disagreement and requesting a decision.

Following any meeting of the commodity committee, the secretary is responsible for the submission within three days of a draft of the minutes to the secretary of the Board, who arranges for the circulation of the minutes to the committee members. The committee members communicate with the committee secretary within four days as to any suggestions or changes to be incorporated in the final minutes. Failure to reply within that specified time is considered as approval, due allowance being made when members are at such distance or in such circumstances as to be unable to comply within that time. It will be permissible to make revisions at the next meeting, these revisions to be recorded in the minutes of that following meeting.

#### E. Special Committees

Special committees are established by the Board or its executive officers from time to time for the purpose of considering subjects that may not fall within the scope of regular commodity committees. The membership, and terms of reference of each special committee are announced at the time of its establishment.

Proposals submitted by special committees follow the same general procedure for approval as those of commodity committees.

### III UNITED STATES POSITIONS AND DOMESTIC ALLOCATIONS -- DESCRIPTION AND FUNCTIONS OF THE ORGANIZATION

#### A. War Food Administrator

The War Food Administrator is responsible for allocating United States supplies of food and related commodities. He is the United States member on the Combined Food Board to which he presents the United States position upon the advice of the Food Requirements and Allocations Committee, and he concurs in Board recommendations on behalf of the United States Government. He issues directives, based on Combined Food Board recommendations, to the Foreign Economic Administration for purchase abroad for import into the United States.

#### B. Food Requirements and Allocations Committee

The Food Requirements and Allocations Committee is an interagency organization consisting of: (1) the Director of the Office of Distribution as chairman; (2) the Deputy Director for Supply of the Office of Distribution as vice-chairman; (3) the Chief of Requirements and Allocations Control as executive officer; (4) a Secretary and an Assistant Secretary appointed by the chairman; (5) Representatives of the following government agencies: Department of State, War, and Navy; the Foreign Economic Administration; the War Production Board; the War Shipping Administration; the Civilian Food Requirements Branch of the Office of Distribution; the Office of Production; and the Agricultural Adjustment Agency. Representatives of other interested agencies may be invited to attend.

Meetings of the Food Requirements and Allocations Committee are usually held weekly. It receives proposals for domestic and international allocations from the commodity subcommittees. When these proposals are approved by the Food Requirements and Allocations Committee they are transmitted by its chairman: (1) in the case of a U.S. allocation to the War Food Administrator for his approval, and (2) in the case of a U.S. position to the United States member of the appropriate Combined Food Board Commodity Committee.

It is the responsibility of the Food Requirements and Allocations Committee to consider points in disagreement whenever a commodity subcommittee is unable to reach a unanimous decision. If there are points of disagreement in the Food Requirements and Allocations Committee, the chairman, after full consideration of the views of the members, is empowered to make a decision. This decision reflects the viewpoint of members on matters within the sphere of their exclusive responsibility. Ordinarily, recommended changes in proposals are re-submitted to the subcommittee with instructions. In questions involving the distribution among various foreign claimants of food exported from the United States and of food produced abroad, the Chairman recognizes the final authority of the Foreign Economic Administration representatives in conformity with foreign policy established by the Department of States. The Foreign Economic Administration member of the Food Requirements and Allocations Committee gives full consideration to the views of the other members in exercising this authority.

#### C. Executive Officer

The executive officer of the Food Requirements and Allocations Committee, under the direction of the Deputy Director for Supply, is responsible for all staff functions of the Food Requirements and Allocations Committee. Jointly with the chairman of each commodity subcommittee, he prepares the memorandum transmitting the recommended allocation to the chairman of the Food Requirements and Allocations Committee. He also presents this recommended allocation to the Deputy Director for Supply or his designee to consider correlation of Office of Distribution and other U.S. governmental procurement programs with the recommended allocation. The procurement plan is approved before the recommended allocation is transmitted to the chairman of the Food Requirements and Allocations Committee and its members. This recommendation with other documents and informational material is presented to the Food Requirements and Allocations Committee at its regular meeting.

The executive officer is also responsible for informing the Inter-agency Food Importation Committee as to the allocations in order that it may formulate directives to the Foreign Economic Administration for the importation of foreign foods in accordance with the allocations.

#### D. Commodity Subcommittees

Each commodity subcommittee of the Food Requirements and Allocations Committee consists of the branch chief or his alternate as chairman, a secretary and an assistant secretary, and representatives of United States agencies as determined by the subcommittee chairman, including representatives appointed by the agencies that have membership on the Food Requirements and Allocations



Committee. The chairman may find it advisable to invite representatives from the Office of Price Administration, Marine Corps, the Veterans' Administration, the Department of Interior, and other interested agencies.

1. Recommended United States allocation. After the requirements estimates and supply estimates have been completed, the secretary of the subcommittee, at the direction of its chairman, calls a meeting to consider a recommended allocation. In addition to the meeting of the full subcommittee, the chairman may instruct the secretary to arrange special conferences with one or more claimants for the purpose of reviewing their requirements. When a decision has been reached, the chairman or his designee confers on the allocation with the executive officer of the Food Requirements and Allocations Committee. After approval of the procurement plan by the Deputy Director for Supply, the chairman and executive officer are jointly responsible for the preparation of an allocation recommendation accompanied by a suitable memorandum addressed to the chairman of the Food Requirements and Allocations Committee summarizing the proposals, the problems which confronted the subcommittee, and the basis for the subcommittee decision. In addition, the memorandum lists the names of representatives of the various agencies and their concurrence or non-concurrence in the decision, and a statement of the views of those not concurring.

Allocations are made on successive fiscal and calendar year bases. Each quarter the allocations are reviewed and the forward quarter made firm. On April 1 and October 1 calendar and fiscal year allocations respectively are revised. On January 1 and July 1 the six months preceding are dropped and another six months added to the allocation period of each of these dates; i.e. on these dates the allocation is established for the calendar year and the fiscal year respectively.

In certain cases where it is feasible only to make a 12-month's firm allocation, regular quarterly reviews of requirements and supplies are made to determine the necessity of revision.

Requirements for these allocation periods are submitted as follows: For the forward fiscal year, on April 15; for the fiscal year revised, on July 15; for the forward calendar year, on October 15; for the calendar year revised, on January 15. However, requirements for certain commodities may be submitted at different times by specific agreement between the claimant agency and the War Food Administration.

The Chief of Requirements and Allocations Control is responsible for the assembly, analysis and correlation of data on the food requirements of the armed forces, civilians, allied and friendly nations, U.S. territories and other claimants on the United States food supplies; for the appraisal of such requirements; and for relating them to supply estimates.

The Foreign Economic Administration has the responsibility for assembling and presenting requirements of foreign claimants upon United States foods. Canada, the U.S. military services, and U.S. territories are not considered foreign claimants in this sense.



The requirements of foreign claimants on United States supplies are submitted by the Foreign Economic Administration to the War Food Administration--- Requirements and Allocations Control. The requirements are detailed as to countries except that, by agreement within the subcommittee, some grouping of minor claimants may be made. For each country the amount to be procured by the War Food Administration is shown separately. Requirements for such programs as the United Kingdom are submitted by the claimant countries to the Foreign Economic Administration and the War Food Administration concurrently.

The statement of justification accompanying requirements submitted by the Foreign Economic Administration indicates the legitimacy of the need, the possibility of alternate sources of supply, the relation of other foreign claimants, the consistency of the requirements with foreign policies of the United States and their validity in relation to other appropriate considerations. It is understood that it may not be possible in all instances to collect sufficient data to provide a full exposition of each of these factors.

2. Proposed United States Position. The proposed domestic allocation becomes a part of the proposed United States position for commodities which are under consideration by the Combined Food Board. In addition to a recommendation for the allocation of United States supplies, the United States position outlines a proposed distribution of all supplies available to the United Nations.

The position to be taken by the United States member on the Combined Food Board commodity committee is developed in the same way as are domestic allocations. The subcommittee considers the proposed position which its chairman will take in his negotiations as United States member on the corresponding Combined Food Board commodity committee.

The "statement of position" consists of two parts: (a) the position the United States Member will take on division of the world supplies and other matters related thereto, and (b) the reasons for the recommended position, supported by such information as may be necessary for clear understanding of the problems involved. After full consideration by the subcommittee, the position statement is submitted jointly by the chairman and executive officer as a recommendation to the Food Requirements and Allocations Committee. This proposed position statement includes a list of the subcommittee members present indicating their concurrence or exception, with a statement as to the views of the members taking exception.

Approval by the Food Requirements and Allocations Committee constitutes authorization for the United States member to carry this position to the commodity committee of the Combined Food Board.

3. Chairman. The specific responsibilities of the chairman may be summarized as follows: (1) determining jointly, with the Chief of Requirements and Allocations Control, what commodities are to be allocated; (2) organizing supply estimates committees and Food Requirements and Allocations subcommittees; (3) recommending allocations, on the advice of the subcommittee, in which he has the deciding voice; (4) recommending to the Food Requirements and Allocations Committee the United States position in negotiations on the Combined Food Board commodity committee; (5) presenting jointly with the Chief of Requirements and Allocations Control recommended United States allocations to the Food Requirements and Allocations Committee; and (6) serving or appointing his designee to

serve as the United States member and spokesman on the Combined Food Board commodity committee responsible for negotiating international allocation recommendations.

The Chairman of the subcommittee gives special consideration to the viewpoint of the Foreign Economic Administration respecting allocation among foreign claimants; the Foreign Economic Administration representative presents an analysis of the foreign requirements, which is considered in detail by the subcommittee. If the subcommittee fails to reach agreement on a recommendation, all differences of opinion are stated in the chairman's report to the Food Requirements and Allocations Committee.

4. Secretary. The secretary of the subcommittee, in addition to duties already mentioned, keeps the records of proceedings, participates in the discussions on the same basis as other members and puts the recommended allocations in final form for presentation by the chairman.

#### E. Supply Estimates Committees

There is a Supply Estimates Committee for each commodity or group of commodities consisting of: a chairman designated by the chief of the appropriate branch for each commodity; a secretary from the staff of Requirements and Allocations Control; representatives from the Office of Production and the Bureau of Agricultural Economics; and such additional individuals named by the supply estimates committee chairman as may be needed for developing estimates for supply to be available for the allocation period under consideration. Estimates of Office of Distribution inventories at the beginning of the allocations period are provided by the Procurement and Price Support Branch.

Subject to the direction of the Deputy Director for Supply, each branch chief jointly with the Executive Officer of the Food Requirements and Allocations Committee determines the commodities within his jurisdiction for which allocation should be recommended. The branch chief designates a chairman, who calls the Supply Estimates Committee into meeting for the purpose of developing for each commodity an estimate of the supplies expected to be available during the allocation period. The estimate made by this committee is the official estimate of the War Food Administration for allocation purposes. The committee meets as often as is necessary, but not later than seven weeks before the beginning of any allocation quarter to revise earlier estimates for the current allocation year and to project a forecast of supplies in terms of stocks, production, and imports for the 12-month period of the allocation. Records of the committee's proceedings are kept by the secretary who is also the secretary of the Food Requirements and Allocations commodity subcommittee and is responsible for furnishing the supply estimates committee with such statistical and other data as may be necessary.

#### F. Changes in Allocations

1. Emergency allocations. Emergency allocations provide for urgent and unexpected changes in requirements after the regular allocations have been completed and are made only for the period covered by firm allocations. They are made usually for the following purposes:



- a. To cover a request for food not included in the existing allocation;
- b. To cover a claimant's requests that all or part of his tentative allocation be made firm;
- c. To effect changes in allocations due to unexpected changes in supplies;
- d. To transfer a claimant's allocation from Office of Distribution purchase to commercial purchase, or vice versa;
- e. To cancel an allocation.

Emergency allocations are initiated by the Requirements and Allocations Control on the request of Program Liaison or the claimant agencies. The request, recorded on a special form with adequate explanation as to the nature and justification of the claim, is submitted by the Requirements and Allocations Control to the secretary of the appropriate commodity subcommittee for action. The secretary secures the recommendation of the chairman of the subcommittee and enters the amount recommended upon the form with reasons therefor, after consultation with representatives of all agencies affected by the action. The recommended allocation is then forwarded to the executive officer for his approval.

When the emergency allocation results in changes of such a significant amount that the United States position before the Combined Food Board is materially altered, a new position is cleared according to the regular procedure.

2. Revisions of firm allocations include and supersede all previous firm allocations for that period, regular and emergency.

3. Changes in destination of export allocations. Whenever, after allocation, the Foreign Economic Administration makes a significant change in the destination of food, this is preceded by a change in the United States position, which first is considered by the Food Requirements and Allocations Committee and then submitted to the Combined Food Board for recommendations: (a) in order that the War Food Administration may direct its operating branches as to changes in type of pack, labeling, destination, storage, shipping, etc; and (b) in order that other countries may adjust their food programs accordingly. Such changes are accomplished by emergency allocations or revisions of regular allocations.

Minor adjustments in destinations of food may be made by procurement and licensing authorities of the Foreign Economic Administration and the War Food Administration to meet unforeseen operational contingencies. The Foreign Economic Administration makes minor adjustments in programs covering commercial exports of United States supplies and in programs covering allocations to foreign countries from foreign supplies where the Foreign Economic Administration is the procurement agency. Similarly the War Food Administration makes minor adjustments in programs covering foreign claimants for whom it procures. When such minor adjustments are made they are reported to Requirements and Allocations Control of the War Food Administration and to the corresponding Office of the Foreign Economic Administration.



#### IV SEQUENCE OF STEPS IN DEVELOPING AN ALLOCATION

##### A. Requirements

The first step in the development of an allocation is the collection, analysis, interpretation, and statistical presentation of requirement estimates.

1. Global requirements estimates. Claimants presenting requirements from world sources, i.e., global requirements, send them to the Combined Food Board. Copies of the requirement estimates are distributed to the members of the commodity committee and by the secretary of the Food Requirements and Allocations Committee to the Foreign Economic Administration and other interested United States agencies.

2. Requirements of U.S. claimants for U.S. supplies. United States claimant agencies submit their requirements estimates at specified times in advance of the allocation period to the Requirements and Allocations Control of the War Food Administration. These requirements estimates are summarized, converted into the standard allocation unit, and statistical tables are duplicated on blue paper. This is the requirements estimates part of the blue stage of the national allocation. Analyses and interpretations are made for presentation to the subcommittee.

##### B. Supply Estimates

The Supply Estimates Committee meets and establishes an estimate of supplies available for allocation. When these figures are available, the Requirements and Allocations Control provides a trial balance sheet printed on blue paper to accompany the blue table of requirements estimates. This trial balance indicates the amount of deficit or surplus after the total allocable supplies have been balanced against total requirements. The Procurement and Price Support Branch, subject to review as necessary by the Inventory Control Committee, has the responsibility for determining the beginning inventory figures for Office of Distribution on stocks to be used in the supply estimates and trial balance tables.

##### C. Consideration and Adjustment

1. National allocations. After the chairman of the commodity subcommittee has considered the supply and requirements figures presented in the blue tables, he may suggest adjustments to establish a balance, and these adjustments will be reflected in a suggested allocation table on pink paper--the pink stage of the allocation. These tables serve as work sheets for the Food Requirements and Allocations commodity subcommittee which may determine further adjustments to be made to bring the requirements into line with supplies and provide for effective distribution. A representative from the Procurement and Price Support Branch is in attendance at these meetings and is responsible for the development of preliminary procurement plans in accordance with the recommended allocation for Office of Distribution procurement.

2. Proposed U. S. positions. Meetings are held by the Food Requirements and Allocations commodity subcommittees, at which the global requirements are considered in detail, and a proposed U.S. position is determined as to the sources (including the United States) from which the requirements can be met. During this stage of consideration by the commodity subcommittees, it may be necessary from time to time for the national committee to exchange information with the international committee concerning the supply and requirements situation. The Food Requirements and Allocations commodity subcommittee considers two separate phases of the supply and requirements situation:

- a. It considers global requirements and the United States position as to the sources from which the extent to which these requirements should be met. The details of the distribution of world, as well as United States, supplies are therefore within the jurisdiction of this body.
- b. It considers the allocation of the United States food supplies as among individual domestic and foreign claimants.

The proposed United States position, as established in the commodity subcommittee, is laid before the Food Requirements and Allocations Committee. This position should provide sufficient flexibility for negotiation by the United States member in the Combined Food Board commodity committee.

#### D. Recommended Allocation

The recommended allocation from the commodity subcommittee is referred by the Chairman of the subcommittee to the Deputy Director for Supply who is responsible for an appropriate procurement program. The recommended allocation is then printed on green paper and submitted by the chairman of the subcommittee and the executive officer jointly to the Food Requirements and Allocations Committee for its consideration. The proposed United States position and the recommended allocation may be submitted to this body at the same time when the food is one that is subject to both domestic allocation and Combined Food Board recommendation.

#### E. Food Requirements and Allocations Committee

The Food Requirements and Allocations Committee either recommends approval of the proposed United States allocation and United States position, or returns them to the subcommittee for further consideration and adjustment. Upon approval of the position statement by the Food Requirements and Allocations Committee, the United States member is empowered to negotiate according to its terms on the Combined Food Board commodity committee. When the Food Requirements and Allocations Committee approves the recommended allocation, it is transmitted to the War Food Administrator for his approval and signature.

#### F. Approval of the National Allocation

When signed, the United States allocation is duplicated on yellow paper, and a copy is sent to each claimant accompanied by a letter from the Director



of Distribution in case additional instructions are necessary. The yellow tables are also sent to the chiefs of the commodity branches, to certain members of their staffs, and to a limited number of persons in other agencies, such as the Office of Price Administration.

G. Approval of the International Allocation Recommendation.

When the Combined Food Board commodity committee has reached agreement on a recommendation, the recommendation is transmitted to the Executive Officers. If they approve, it is submitted to the Board for approval and final concurrence by the members.

H. Provision for Revising Allocations

1. Emergency allocations. Requests for emergency allocations are received from the claimants and are processed by the Requirements and Allocations Control. Each request for emergency allocation should be accompanied by full explanation and justification. The secretary of the appropriate commodity subcommittee is responsible for securing the recommendation of the subcommittee chairman on the emergency allocation. Emergency allocations should be processed in the shortest possible time after receipt by the secretary, usually within 24 hours. The secretary checks with representatives of all interested agencies including Program Liaison and the Procurement and Price Support Branch when Office of Distribution procurement is involved. On the basis of this consideration, he secures from the chairman of the subcommittee a decision as to the amount that shall be recommended. The emergency allocation is then forwarded to the Executive Officer for approval. The claimant, the chairman, the secretary, and other interested persons are notified of the allocation.

2. Changes in international recommendations. Whenever changes are made in the destination of foods which result in significant differences of the amounts recommended for distribution to various claimants, or whenever such changes are not provided in a contingency provision in the recommendation, a new recommendation is sought. Usually the change is made by a recommendation naming only the items to be changed and not repeating in detail the entire original recommendation. These methods of revising regular allocations and Combined Food Board recommendations are designed to give consideration to changes in conditions occurring between regular allocations.



V. ROSTER OF MEMBERSHIP

A. COMBINED FOOD BOARD

List of Members, Officers, and Committees

Chairman: Hon. Claude R. Wickard

Members and Officers

United States

Member, Hon. Marvin Jones  
Deputy Member, Lee Marshall  
Executive Officer, Lt. Col. Ralph W. Olmstead  
Deputy Executive Officer, Lawrence T. Hopkinson

United Kingdom

Member, 1/  
Deputy Member, M. I. Hutton  
Executive Officer, 1/  
Deputy Executive Officer, Eric Roll

Canada

Member, Hon. J. G. Gardiner  
Deputy Member, H. Barton  
Executive Officer, George R. Paterson  
Deputy Executive Officer, J. Neil Lewis

Secretary

Arthur T. Thompson

Assistant Secretary

A. A. Garthoff

Economist

R. B. Schwenger

Executive Officers' Committee

Secretary 1/

(This Committee, with the Executive Officers of the Board, is composed of representatives of the Department of State, War Department, War Shipping Administration, War Production Board, and Foreign Economic Administration on the United States side; of the British Embassy, British Army Staff, and British Merchant Shipping Mission on the United Kingdom side; and the Canadian Embassy for Canada.)

Commodity CommitteesBeans and Peas

Chairman (U.S.)

Member, United States

(Alternate)

Member, United Kingdom

Member, Canada

Secretary (U.S.)

E. J. Murphy

Reed K. Pond

J. A. Thompson

L. F. van Zwanenberg

G. E. Britnell

M. M. Benidt

Feeds

Chairman (U.S.)

Member, United States

Member, United Kingdom

(Alternate)

Member, Canada

Secretary (U.S.)

C. C. Farrington

D. A. FitzGerald

R. A. Furness

A. S. R. Williamson

J. G. Davidson

K. J. Nicholson

Cereals

Chairman (Canada)

Vice Chairman (U.S.)

Member, United States

(Alternate)

Member, United Kingdom

(Alternate)

Member, Canada

(Alternate)

Secretary, (U.S.)

Asst. Secretary (U.S.)

George H. McIvor

C. C. Farrington

T. B. King

D. A. FitzGerald

R. A. Furness

A. S. R. Williamson

George H. McIvor

W. C. McNamara

G. P. Boals

K. J. Nicholson

Citric and Tartaric Acid

Chairman, (U.S.)

Member, United States

(Alternate)

Member, United Kingdom

Member, Canada

Secretary (U.S.)

Asst. Secretary (U.S.)

H. C. Albin

R. G. Ruark

A. L. Kalish

A. S. R. Williamson

W. W. Stewart

J. B. Gibbs

Mrs. M. M. Libman

Coffee, Cocoa, and Spices

Chairman (U.K.)

Member, United States

(Alternate)

Member, United Kingdom

Member, Canada

Secretary (U.S.)

Asst. Secretary (U.S.)

G. E. F. Chilver

H. C. Albin

J. P. Delafield

G. E. F. Chilver

F. J. Kemlo

J. B. Gibbs

W. N. Watson

Dairy Products

Chairman

Member, United States

Member, United Kingdom

Member, Canada

Secretary (U.S.)

1/

T. G. Stitts

J. G. Hopkins

J. F. Singleton

Gordon C. Laughlin

Essential Oils

Chairman, (U.S.)		H. C. Albin
Member, United States		H. C. Albin
	(Alternate)	A. L. Kalish
Member, United Kingdom		L. S. R. Williamson
Member, Canada		W. W. Stewart
Secretary (U.S.)		J. E. Gibbs
Asst. Secretary (U.S.)		Mrs. M. M. Libman

Fats and Oils

Chairman (U.S.)		W. H. Jasspon
Member, United States		W. H. Jasspon
Member, United Kingdom		L. F. van Zwanenberg
	(Alternate)	A. S. R. Williamson
Member, Canada		Mrs. P. G. Turner
Secretary (U.S.)		F. J. Rossiter
Asst. Secretary (U.S.)		Miss Maxine Enlow

Fishery Products

Chairman (Newfoundland)		R. Gushue
Member, United States		H. C. Albin
	(Alternate)	Maurice Rattray
Member, United Kingdom		L. F. van Zwanenberg
Member, Canada		D. B. Finn
	(Alternate)	S. Bates
Member, Newfoundland		R. Gushue
Secretary (Newfoundland)		Harry C. Winsor
Asst. Secretary (U.S.)		Mrs. M. M. Libman

Fruits and Vegetables

Chairman (U.S.)		S. R. Smith
Member, United States		E. A. Meyer
Member, United Kingdom		J. G. Hopkins
Member, Canada		Col. R. L. Wheeler
	(Alternate)	F. J. Komlo
Secretary (U.S.)		W. E. F. Conrad
Asst. Secretary (U.S.)		W. T. Hicks

Meat and Meat Products

Chairman (U.S.)		Harry E. Reed
Member, United States		Harry E. Reed
Member, United Kingdom		L. F. van Zwanenberg
Member, Canada		L. W. Pearsall
Secretary (U.S.)		A. R. Tuttle
Asst. Secretary (U.S.)		Miss Maxine Enlow

Poultry Products

Chairman (U.S.)		W. D. Termohlen
Member, United States		T. C. Stitts
	(Alternate)	W. D. Termohlen
Member, United Kingdom		J. G. Hopkins
Member, Canada		W. A. Brown
Secretary (U.S.)		Gordon W. Sprague



Revised August 22, 1944

Rice

Chairman (U.S.)  
Member, United States

(Alternate)

Member, United Kingdom  
Member, Canada  
Secretary (U.S.)  
Asst. Secretary (U.S.)

E. J. Murphy  
Leonard Ellis  
G. A. Collier  
L. F. van Zwanenberg  
J. J. Page  
M. M. Benidt  
C. H. Barber

Seeds

Chairman (U.K.)  
Member, United States  
(Alternate, Vegetable Seed)

Member, United Kingdom  
Member, Canada

(Alternate)

Secretary (U.S.)  
Asst. Secretary (U.S.)

G. H. Dicks  
E. D. White  
R. H. Black  
G. H. Dicks  
Nelson Young  
G. M. Stewart  
W. H. Youngman  
Miss Catherine Corson

Sugar

Chairman (U.S.)  
Member, United States  
Member, United Kingdom  
Member, Canada  
Secretary (U.S.)  
Asst. Secretary (U.S.)

Charles M. Nicholson  
Joshua Bernhardt  
G. W. Scott  
H. J. Hobbins  
Gustave Burmeister  
Miss Catherine Corson

Tobacco

Chairman (U.S.)  
Member, United States  
Member, United Kingdom  
Member, Canada  
Secretary (U.S.)  
Asst. Secretary (U.S.)

(Alternate)

Charles E. Gage  
Charles E. Gage  
S. E. Wrather  
R. H. Smyth  
N. A. MacRae  
J. B. Gibbs  
Clyde Mitchell

Vitamins

Chairman (U.S.)  
Member, United States  
Member, United Kingdom  
Member, Canada

(Alternate)

(Consultant)

(Consultant)

Secretary (U.S.)  
Asst. Secretary (U.S.)

William H. Sebrell  
H. C. Albin  
R. J. Aherne  
L. F. van Zwanenberg  
L. B. Pott  
Mrs. P. G. Turner  
W. W. Stewart  
Mrs. H. M. Libman

Tea (sitting in London)

Chairman (U.K.)  
Member, United States  
Member, United Kingdom  
Secretary (U.K.)

J. F. Knight  
Lloyd V. Steere  
Sir Hubert Carr  
J. M. Mathias

(Representatives of British Foreign Office; Board of Trade; Ministry of War Transport; Colonial Office; War Cabinet Offices; United Kingdom Commercial Corporation; India Office; and High Commissioners of Canada, Australia, New Zealand, and South Africa.)

United Kingdom Agricultural Production (In London)

Chairman (U.K.)	Sir Donald Fergusson
Member, United States	Loyd V. Steere
Joint Secretaries	J. H. Kirk
	C. H. Blagburn

## Other Members -

Representatives of the Ministry of Food, Ministry of Agriculture and Fisheries, and War Cabinet Offices.

Fertilizers (Joint Committee with CRFB)

Chairman (U.S.)	A. W. Palmer
Member, United States (CFB)	W. G. Finn
Co-Members, United States (CRFB)	D. C. Kieffer
	Edmund Rowland
Member, United Kingdom (CRFB & CFB)	J. W. Gibb
Member, Canada	G. S. Peart
(Alternate)	G. J. Collister
(Consultant)	S. R. Frost
Secretary (U.S.)	Kenneth Clark
Ass't. Sec'y. (U.S.)	Miss Cornelia E. Parrish

Agricultural and Food Machinery (Joint Committee with CPRB)

Chairman (Canada)	J. S. Duncan
Member, United States (CPRB)	C. D. Wiman
Member, United States (CFB)	David Meeker
Member, United Kingdom (CPRB)	T. H. Brand
Member, United Kingdom (CFB)	M. I. Hutton
Member, Canada (CPRB)	J. S. Duncan
Member, Canada (CFB)	H. H. Bloom
Secretary (U.S.)	John C. Parsons

1/ To be designated.

## B. FOOD REQUIREMENTS AND ALLOCATIONS COMMITTEE

List of Officers and Sub-CommitteesChairman

Lee Marshall

Vice Chairman

Lt. Col. Ralph W. Olmstead

Executive Officer

Lawrence T. Hopkinson

Secretary

Arthur T. Thompson

Assistant Secretary

A. A. Garthoff

<u>SUB-COMMITTEE</u>	<u>CHAIRMAN</u>	<u>SECRETARY</u>	<u>ASST. SECRETARY</u>
Beans and Peas	Reed, K. Pond Alternate, J.A. Thompson	M.M. Benidt	
Citric and Tartaric Acid	H. C. Albin Alternate, A. L. Kalish	J. B. Gibbs	Mrs. M.M. Libman
Dairy and Poultry Products	T. G. Stitts Alternate (Poultry), W. D. Termohlen	G. C. Laughlin	
Essential Oils	H. C. Albin Alternate, A. L. Kalish	J. B. Gibbs	Mrs. M.M. Libman
Fats and Oils	W. H. Jasspon	F. J. Rossiter	Miss Maxine Enlow
Feeds and Feed Grains	D. A. FitzGerald	K. J. Nicholson	G.P. Boals
Fertilizer	W. G. Finn	Kenneth Clark	
Fishery Prod- ucts (except vitamins)	H. C. Albin Alternate, Maurice Rattray	Mrs. M. M. Libman	
Food Grains	T. B. King Alternate, C.S. Kauffman	K. J. Nicholson	G.P. Boals
Fruits and Vegetables	E. A. Meyer	W. E. F. Conrad	W.T. Hicks
Meat and Meat Products	Harry E. Reed	A. R. Tuttle	Miss Maxine Enlow



<u>SUB-COMMITTEE</u>	<u>CHAIRMAN</u>	<u>SECRETARY</u>	<u>ASS'T. SECRETARY</u>
Rice	Leonard Ellis Alternate, G.A. Collier	M. M. Benidt	C. H. Barber
Seeds	E. D. White Alternate, R.H. Black	W. H. Youngman	Miss Catherine Corson
Spices, Beverages, & Miscellaneous Products (including Coffee & Cocoa)	H. C. Albin <u>1/</u>	J. B. Gibbs	W. N. Watson
Sugar	Joshua Bernhardt	Gustave Burmeister	Miss Catherine Corson
Tobacco	C. E. Gage	J. B. Gibbs	Clyde Mitchell
Vitamins	H. C. Albin Alternate, R. J. Ahern		Mrs. M. M. Libman
Yeast	H. C. Albin Alternate, Brice Mace	Mrs. M. M. Libman	

ADDENDUM:

Special Committee on  
Alcohol

Frank J. Cogan

Miss Catherine Corson

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1/ Alternates: Spices & Tea, Fletcher Long; Coffee & Cocoa, James P. Delafield  
Peanuts, Harold J. Clay

WAR FOOD ADMINISTRATION  
Office of Distribution

June 20, 1944

To: All Chairmen, Secretaries, and Assistant Secretaries  
of Combined Food Board and Food Requirements and  
Allocations Committees

From: L. T. Hopkinson, Deputy Executive Officer, Combined  
Food Board and Executive Officer, Food Requirements  
and Allocations Committee

Subject: Scheduling of Meetings and Reserving of Rooms

The task of maintaining schedules and calendars of meeting times, dates, and rooms for all committee meetings of the Combined Food Board and subcommittee meetings of Food Requirements and Allocations Committee will effective at once be centralized within the Document Control Unit, Allocations Liaison Secretariat, Requirements and Allocations Control. Mr. R.A.O. Schwartz, Room 2702, Extension 2118, is in charge of this unit and will have the responsibility for maintaining these arrangements for both types of committee meetings.

When scheduling meetings, secretaries should exercise care in inquiring as to other meetings, so as to avoid conflicts where the attendance of the same individual at more than one meeting is involved.

WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington

March 4, 1944

To: Chairmen, Secretaries and Assistant Secretaries,  
Food Requirements and Allocations Subcommittees

From: L. T. Hopkinson, Executive Officer  
Food Requirements and Allocations Committee

Subject: Preparation of United States Positions

This memorandum is sent to you in the interest of attaining more uniformity in the formal composition of United States Positions originating in the several commodity Subcommittees. Insofar as practicable, United States "Statements of Position" should consist of two parts as follows:

Part I POSITION:

Section (a).-This section should be confined to a statement of the position the U. S. Member expects to take on (1) division of the world supply (including U. S. export supply), and (2) on other matters of international significance. Do not include in this section any background data, or other extraneous matter such as internal division of the United States supply.

Section (b).-This section should consist of a list of Subcommittee members, indicating their concurrence or exception. If any member takes exception his view should be stated briefly.

Part II BACKGROUND AND JUSTIFICATION:

This part should give the reasons for the recommended position, supported by such information on the domestic and international situation as may be necessary for a clear understanding of the problems involved.

An illustration of how U. S. Positions should be addressed follows:

To: Lee Marshall, Chairman  
Food Requirements and Allocations Committee

From: E. J. Murphy, Chairman, FR&A Subcommittee on Cereals  
and Feeds

Subject: Proposed position on international allocation of wheat  
to be taken at Combined Food Board Committee meeting  
to be held on \_\_\_\_\_, 1944.



WAR FOOD ADMINISTRATION

Office of Distribution

Washington 25, D. C.

May 30, 1944

To: U. S. Members, Secretaries, and Assistant Secretaries, CFB  
and Commodity Committee Chairmen, FR&AC

From: Executive Officer, FR&AC

Subject: Clearance of U.S. Position for Combined Food Board  
Meetings and Clearance of Allocation Statements for  
Food Requirements and Allocations Committee.

As soon as a Secretary finds that a recommended allocation or a proposed United States position is to be prepared for inclusion in the FR&AC docket, notice should be given to A. A. Garthoff, Room 345-W Administration Building, Extension 4472, for registration in the docket agenda.

The document, in draft form (before stenciling), should be cleared with Albert Viton, Room 339-W Administration Building. Dr. Viton has been instructed to accept such papers up to as late as the close of business on Thursday. If he has any suggestions, he will arrange a meeting with the author.

All papers for inclusion in the docket must be stenciled and placed in the hands of Mrs. Beatrice Wharton, Room 2099 South Building not later than the close of business on Friday for mimeographing and inclusion in the docket which is made up on Friday and distributed on Saturday for consideration at the regular Wednesday meeting of the Food Requirements and Allocations Committee.

The above procedure is necessary for the purpose of meeting the Saturday deadline for delivery of the docket to all members of the FR&AC, for the purpose of assuring uniformity in scope and style, and compliance with current overall policies of the War Food Administrator.

The desired pattern for United States position statements was outlined in my memorandum of March 4,

July 8, 1944

To: Chairmen, Secretaries, and Assistant Secretaries  
Combined Food Board Commodity Committees

From: Executive Officers

Subject: Attendance by UNRRA Representatives at CFB Commodity Committee Meetings

As the result of a series of recent meetings, the Executive Officers and the UNRRA Bureau of Supply have reached the following agreement in respect to UNRRA representation at CFB Commodity Committee meetings:

1. Representatives of UNRRA are to be invited to be present at CFB commodity committee meetings to participate in the discussion of any item on the agenda involving the requirements of liberated areas. The representatives of UNRRA will be given an opportunity to put forward their views respecting these requirements; the CFB commodity committees will reach no conclusions until this has been done.
2. At the discretion of the CFB commodity committee chairman, representatives of UNRRA also will be invited to be present when the Committee undertakes to determine the volume of supplies which actually may be made available for use in liberated areas. The representatives of UNRRA may participate in the discussion of the factors upon which to base this determination.
3. The purpose of such UNRRA representation at CFB commodity committee meetings shall be to facilitate mutual acceptance of the reasonableness on the one hand of the UNRRA supply requests and on the other hand of the subsequent CFB allocation recommendations.

Effective immediately, therefore, all CFB commodity committee meetings, involving discussion of supplies for liberated areas, are to be conducted in accordance with the foregoing agreement. It is the desire of the Executive Officers that attendance under the terms of Point 2 as well as under Point 1 should rather generally be extended, particularly in the final phases of an allocation determination involving liberated area needs.

Attendance invitations may be extended directly to the UNRRA representatives concerned with the commodity in question. It will not be necessary each time to obtain from the Executive Officers, through the Secretary of the Board, advance approval for such invitation as has been the case heretofore. You are, however, requested to inform the Secretary of the Board of any invitation action taken.

Appropriate UNRRA representatives for the various commodities will be designated by the following UNRRA Bureau of Supply officials:

Foods, Vitamins and Soups - Andrew Cairns (DE-7300 Ext.162)  
Seeds and Fertilizers - E. R. Henson (DE-7300 Ext.42)

WAR FOOD ADMINISTRATION  
Office of Distribution

August 11, 1944

To: United States Members of Combined Food Board Commodity Committees

From: Lt. Col. Ralph W. Olmstead, Executive Officer, U.S.  
Combined Food Board

Subject: Representation of the Department of State and the Foreign  
Economic Administration at Commodity Committee Meetings

As the result of recent discussions by the War Food Administration with the Department of State and the Foreign Economic Administration, it has been agreed that one representative each of these latter two agencies henceforth should be invited by the United States member to attend in the role of observer meetings of commodity committees of the Combined Food Board.

This arrangement is herewith established in recognition of the assigned responsibilities of these two agencies in the relations of the United States with other governments. It is in accord with the formal Memorandum of Understanding concerning the conduct of the foreign food program of the United States signed July 19, 1944 by Hon. Marvin Jones and Hon. Leo T. Crowley (copies previously distributed). Under this formal memorandum, the Foreign Economic Administration is now to take a more active part in the formulation of the United States position to be referred for the approval of the Food Requirements and Allocations Committee (U.S.) and eventually presented at meetings of the commodity committees of the Board.

The representatives of the Department of State and the Foreign Economic Administration are to serve as consultants to the United States member and at his invitation may participate in the discussion at commodity committee meetings. When the discussion is of direct concern to these consultants, the United States member will be expected to confer with them to the extent necessary to permit, within the limits of the general position previously approved by the Food Requirements and Allocations Committee, an on-the-spot expression of a mutually agreeable United States point-of-view thus enabling the Committee insofar as possible to proceed with its consideration of matters up for discussion. If necessary, a recess of the meeting may be called for this purpose. However, only the designated United States member or his nominee may directly address the chair for the United States.



WAR FOOD ADMINISTRATION  
Office of Distribution

Docket No. 19  
May 7, 1944

To: Lee Marshall, Chairman  
Food Requirements and Allocations Committee

From: L. T. Hopkinson, Executive Officer, FR&AC

Subject: Policies Respecting Allocations

It is recommended that the American position respecting allocations be as follows:

Allocations of food for relief shall be made only when a requirement is backed by a requisition, or a promise of a requisition or similar commitment from one of the claimant agencies.

To conserve supplies of food for future use it will be the policy of the War Food Administrator to establish stocks in suitable form using for the purpose such funds as are available.

These policies are subject to change but at present they should be considered the general guide with respect to all commodities.

Responsibility for the early stages of relief has been placed in the hands of the military services. Before they relinquish this work they will give UNRRA 90 days notice thus making it possible for UNRRA to organize its relief work before actually taking over.

This does not mean that we will discontinue consideration of relief needs. At almost any time we may be called on to supply large quantities of relief food. When that time arrives, it may be necessary to draw heavily on stocks and current supplies of all countries, including the United States.

We are committed to make food available for relief and we are prepared to make delivery when the demand arises.

The above policy respecting relief applies exclusively to United States supplies. If a foreign country desires to stockpile its own food for relief there will be no objection on the part of the United States provided such stockpiling does not interfere with the United States position on world distribution of supplies.

WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington, 25, D.C.

February 8, 1944

To: All Branch and Division Chiefs and Regional Directors

From: Ralph W. Olmstead, Deputy Director for Procurement Activities

Subject: Confidential Nature of Allocation Data

It should be impressed upon all employees dealing with allocation data that the confidential nature of such information should be carefully respected. It has recently come to our attention, however, that members of the trade have been made aware of the amount of allocation contained in an emergency authorization, and have used this information to request export license to ship the full amount of the product. This could conceivably result in one firm gaining an unfair advantage over its competitors in the export trade simply because it had access to confidential allocation data.

The procedure for publication of allocations, as agreed to on January 12, 1944, by the Food Requirements and Allocations Committee, is as follows:

"When a memorandum recommending an allocation and the accompanying table is included in the docket for consideration by the Committee, it is also forwarded to the Marketing Reports Division. Members of the Marketing Reports Division then prepare a preliminary news release covering the recommended allocation indicating the quantities to be allocated to civilians, war services, and to lend-lease countries and other friendly nations, together with such interpretative statements as will help the Public to understand the significance of the allocation.

After consideration by the Committee and approval by the Administrator, a copy of the approved allocations is forwarded to the Marketing Reports Division, where necessary revisions are made in the preliminary press release. This release is then cleared with the Chairman of the Sub-Committee, the Civilian Food Requirements Branch, and the Statistical Division of the Requirements and Allocations Control to make sure that all statistics and interpretations are in line with the recommendations of the Food Requirements and Allocations Committee. Final clearance will be obtained from the Chairman of the Food Requirements and Allocations Committee.

The same plan will be followed in giving publicity to intergovernmental purchase agreements worked out in the Combined Food Board and approved by the Food Requirements and Allocations Committee. At the same time that these plans are presented to the Committee for approval, they will be forwarded to the Marketing Reports Division for the preliminary drafting of a press release. Following the Committee's approval, a final draft of the release will be prepared and cleared with the Chairman of the sub-committee and with the Combined Food Board Committee dealing with the commodity or commodities involved. Any other actions of public interest taken by the Food Requirements and Allocations Committee will be publicized in a similar manner."

WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

February 11, 1944

To: Branch and Division Chiefs  
From: Lt. Col. Ralph W. Olmstead  
Subject: Carry-overs and Increased Requirements and  
Allocations

- (1) Any request by a claimant for an increase in the fiscal-year program should be accepted as an increase in the current fiscal-year requirement.
- (2) An allocation based on such an increase should be issued for the period remaining within the current fiscal year.
- (3) An allocation once firm should remain firm throughout the current fiscal year, and may be lifted at any time during that period, unless by agreement with the claimant the carry-over is cancelled. Action looking toward such cancellations should be initiated by the Office of Distribution as necessary.
- (4) No carry-over from a fiscal-year program may be lifted during the next fiscal year unless specific provisions are made to the contrary; however, any such carry-over figure should be considered in arriving at the allocations for that fiscal-year program.
- (5) It is the responsibility of the Commodity Branches to keep commitments within allocations.
- (6) This memorandum supercedes all previous instructions on the interpretation of requirements and allocations, and all records inconsistent therewith should be adjusted accordingly.

/s/ Ralph W. Olmstead